

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Report of Files Submitted, by State to OS

2. TYPE OF REPORT

- ☒ STATISTICAL
- ☐ NARRATIVE
- ☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

- ☒ PERSONNEL
- ☐ LOGISTICS
- ☐ MEDICAL
- ☐ TRAINING
- ☒ SECURITY
- ☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Alpha list by state

8. ADP PROCESSING

- ☐ YES IF YES GIVE ADP PROCESSING NO.
- ☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OS

10. PREPARING COMPONENT (include lowest level contributing information to report)

DDS/OP/RD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-09	\$7.50		4		\$30.00		12		\$360.00

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Requested by [] OS in December 1965 as a projection for OS to determine where their workload will most likely be expected. Now being continued by request of [] OS.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

- ☒ RETAIN AS IS
- ☐ CHANGE
- ☐ DISCONTINUE
- ☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

STAT

16. DATE OF INVENTORY

9/21/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160113-5
DD/Pers/R&P

18. EXTENSION

[]